

# Notice of Intent

- STEP 1.** Click on **Bankruptcy** on the ECF Main Menu Bar.
- STEP 2.** Click on **Notices**.
- STEP 3.** The **Case Number** screen displays.
- ☐ Insert the case number using the YY-NNNNN format.
  - ☐ Click **Next**.
- STEP 4.** Confirm the debtor(s) name and case number are correct.
- ☐ **Your Notice MUST be dated today.**
  - ☐ Click **Next**.
- STEP 5.** Select **Notice of Intent** from the event list.
- ☐ The Party Selection screen displays.
  - ☐ Select the party filer.
  - ☐ Click **Next**.
- STEP 6.** Check the box **Refer to existing event(s)?** If yes, check ( ✓ ) the box; if no, proceed to **STEP 8**.
- ☐ Click **Browse** to select the appropriate PDF to attach.
  - ☐ Click **Next**.
- STEP 7.** Select the appropriate event(s) to which your event relates.
- ☐ Click **Next** and proceed to **STEP 9**.
- STEP 8.** If notice does not refer to an existing event:
- ☐ Click **Browse** to select the appropriate PDF to attach.

- ☐ Click **Next**.

**STEP 9.** The **Docket Text: Modify as Appropriate** screen displays.

- ☐ Use the drop down list to select any extra information that may be required to complete the docket text or leave blank.
- ☐ Click **Next**.

**STEP 10.** The **Docket Text: Final Text** screen displays.

- ☐ Confirm the docket text is correct.
- ☐ Click **Next**.

**STEP 11.** The **Notice of Electronic Filing** screen displays.